



## **ABBREVIATED WATER & SEWER NEED REPORT INSTRUCTIONS**

Effective January 1997, the City of Scottsdale no longer determines development fees based on water meter size. The City now determines non-residential development fees based the Developer's estimated annual water use. The Developer is defined as the owner of the real property. The City determines residential development fees based square footage tables.

To calculate non-residential development fees, divide the estimated annual water use by 365 days to determine average daily gallons. Multiply the average daily gallons times the cost per gallon in the fee table for the appropriate zone to calculate development fees for water, resources, sewer, and administration.

**Important Note:** Include all potential tenants in the building or shell building when estimating annual water use. The City requires the Developer, not the tenant, to submit Water & Sewer Need Reports, Development Fee Agreements, and development fees to the City. You, the Developer, are responsible to the City for these legal obligations. You may not assign or delegate these legal obligations to your tenants.

Prior to your Development Review Board (DRB) hearing, obtain report forms from your Project Coordinator, complete and submit your Abbreviated Water & Sewer Need Report to Permitting Services. The Abbreviated Water & Sewer Need Report is designed to help you estimate water use and development fees during the conceptual phase of your non-residential development. Automated reports are also available online at: <http://www.scottsdaleaz.gov/bldgresources/couterresources/default.asp>.

When applying for a building permit, submit a Development Fee Agreement and a Water & Sewer Need Report to Development Services with your final plans. The Development Fee Agreement obligates you, the Developer, to make your estimate in good faith, to use no more water than estimated, and to pay any penalty. This Agreement is binding upon any future owners of the property, and is recorded by the county against the property after the issuance of a building permit. The City Manager or designee may execute the Development Fee Agreement.

Water Resources will monitor water use for three (3) years after issuing the certificate of occupancy. If the amount of average annual water use exceeds twenty percent (20%) of the estimated water use stated in the Water and Sewer Need Report, then a penalty will be assessed. The penalty will be the sum of: (a) The fees for the difference between the estimated use and the actual use; (b) Interest at a rate of ten percent (10%) per year on the fees for the difference between the estimated use and the actual use; and (c) Twenty percent (20%) of the fees for the difference between the estimated use and the actual use. The Fees assessed will be those which are effective at the conclusion of the City's monitoring period.

### **STEP 1: ESTIMATE INSIDE WATER USE**

INSIDE water use determines the amount of water returned to the sewer and is used to calculate sewer development fees. OUTSIDE water use that does not return to the sewer is not included in the calculation of sewer development fees.

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An effective method to estimate INSIDE water use is to analyze actual water use on billing statements from similar projects. Water use information can then be adjusted for square footage or other relevant measure. If metered water use data is not available, the City provides several tables with water consumption information to help guide you. These tables serve only as informational guides. You, the Developer, are responsible for the accuracy of your water estimates.

#### **STEP 2: ESTIMATE OUTSIDE WATER USE FOR LANDSCAPED AREAS**

Use table #6, ADWR Outside Water Use Goals, to estimate OUTSIDE water use for landscaped areas. Measure both the area of TURF and the area of low water-use PLANTS. Minimum acceptable standards for water estimates are based on Arizona Department of Water Resources (ADWR) goals for OUTSIDE landscaped areas. **Water Resources will not approve your report unless your estimates meet or exceed the minimum acceptable standards provided in this table, or unless you can provide metered readings for similar projects.** This table serves only as an informational guide. You, the Developer, are responsible for the accuracy of your water estimates.

The **OTHER OUTSIDE WATER USE** calculation is optional. This option is designed to help reduce sewer development fees for significant outside water use, other than landscaping, that does not return to the sewer. A good example is car washing or wash-down areas. To qualify for this option, the other outside water use must be separately metered through the landscape meter or another dedicated outside water use meter.

Proper water conservation technologies and methods will help you meet estimated water use goals. For assistance, contact Scottsdale's Water Conservation staff at 480-312-5650. Obtain a Water Conservation Information Packet from City staff if the total estimated INSIDE and OUTSIDE water use exceeds 2.9 million gallons per year.

#### **STEP 3: DETERMINE CORRECT ZONE**

Refer to the City map and identify your correct zone.

Zone A is that part of the City which is south of Shea Boulevard, west of Pima Road, and east of Scottsdale Road, including the area south of Indian Bend Road and west of Scottsdale Road.

Zone B-E is that part of the City not in Zone A and that part of Maricopa County west of Scottsdale Road, north of Dynamite Boulevard, east of 56th Street, and south of Carefree Highway.

#### **STEP 4: COMPLETE & SUBMIT THE ABBREVIATED WATER NEED REPORT**

Prior to your Development Review Board (DRB) hearing, obtain report forms from your Project Coordinator, complete and submit your Abbreviated Water & Sewer Need Report to Permitting Services. The Abbreviated Water & Sewer Need Report is designed to help you estimate water use and development fees during the conceptual phase of your non-residential development.

To calculate development fees, use Section 2, Non-Residential Development Fees, and Section 3, Fee Calculation Table. After selecting the correct zone, multiply the cost per gallon per day for each fee in Section 2 times the gallons per day for each type of water use in Section 3. The example below demonstrates how fees are calculated.

**EXAMPLE:** The example project is a 24,000 square foot grocery store located in Zone B-E. The landscaped areas include 1000 square feet of turf and 3000 square feet of low water-use plants and trees. A two-inch water meter serves both the inside building use and the outside water use for landscaped areas.

**INSIDE WATER USE:** The Developer uses Tables #2 and #3 and estimates INSIDE water use to be 1,576,800 gallons per year, an average of 4,320 gallons per day when divided by 365 days. **Always**

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divide the estimated annual use by 365 days whether the business is open daily or not. Average gallons per day = annual water use divided by 365 days.

**OUTSIDE WATER USE FOR LANDSCAPED AREAS:** The Developer uses Table #6 to estimate 1,000 square feet of TURF = 100.42 gallons per day and 3000 square feet of OUTSIDE PLANTS = 92.22 gallons per day.

#### EXAMPLE CALCULATIONS:

##### 2. NON-RESIDENTIAL DEVELOPMENT FEES:

<b>Effective July 15, 2002 - June 30, 2003</b> (Check zone below and use correct costs)		WATER Dev. Fee	RESOURCE Dev. Fee	SEWER Dev. Fee	TOTAL Dev. Fees
ZONE A (South)	Cost / Gallon / Day	\$1.48	\$1.51	\$7.74	\$10.73
ZONE B-E (North)	Cost / Gallon / Day	<b>\$7.17</b>	<b>\$1.95</b>	<b>\$23.91</b>	\$33.03

##### 3. FEE CALCULATION TABLE: (multiply gallons per day below x cost/gallon/day above)

Type of Water Need	GALLONS PER DAY (Annual gals./ 365 days)	WATER Dev. Fee	RESOURCE Dev. Fee	SEWER Dev. Fee	TOTAL Dev. Fees
INSIDE	<b>4,320.00</b>	\$30,974.40	\$8,424.00	\$103,291.20	\$142,689.60
TURF Landscape	<b>100.42</b>	\$720.01	\$195.82	- None -	\$915.83
PLANTS Landscape	<b>92.22</b>	\$661.22	\$179.83	- None -	\$841.05
Other Outside (Optional)				- None -	
SUB-TOTAL	4,512.64	\$32,355.63	\$8,799.65	\$103,291.20	\$144,446.48
ADMINISTRATION FEE 2.04%		\$660.05	\$179.51	\$2,107.14	\$2,946.71
<b>TOTAL DEVELOPMENT FEES</b>		<b>\$33,015.68</b>	<b>\$8,979.16</b>	<b>\$105,398.34</b>	<b>\$147,393.18</b>

#### STEP 5: OBTAIN A NON-RESIDENTIAL DEVELOPMENT FEE PACKET

To proceed with your project, obtain a Non-Residential Development Fee Packet and complete the documents listed below. Packets are available at Permitting Services, 7447 E. Indian School Road, Suite 100; Plan Review, 7447 E. Indian School Road, Suite 125; Water Resources Administration, 9388 E. San Salvador Drive, and online at: <http://www.scottsdaleaz.gov/bldgresources/couterresources/default.asp>.

When applying for a building permit, submit the following documents to Development Services with your final plans:

- Development Fee Agreement, signed by the Owner and notarized,
- Exhibit "A" - 8 ½" x 11" Written Legal Property description,
- Exhibit "B" - 8 ½" x 11" Site Map, and
- Exhibit "C" - Water & Sewer Need Report.

Please contact Water Resources staff at (480) 312-5685 if you have any questions. Thank you for your cooperation.